



MANAGER, ELECTRIC SERVICES

(Full-Time Open Opportunity)

SALARY: \$8,153.69- \$9,910.84 (approximate monthly salary)

FINAL FILING DATE: Application materials must be received by the Human Resources Division not later than 5:00 p.m. on February 16, 2007. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from: HUMAN RESOURCES DEPARTMENT, 221 WEST PINE STREET, LODI, CA 95240. To request applications by phone please call (209)333-6704. TDD (209)333-6853. www.lodi.gov

THE POSITION: Under general direction, manages engineering services and activities for the Electric Utility Department; performs project management and related work as required. This class is distinguished by the professional level responsibilities relative to policy development, program planning and implementation, and the operations of a division. Receives general direction from the Electric Utility Director. Provides direction to other staff. Duties may include, but are not limited to the following: Develops and implements goals, objectives, policies and procedures to enable the division to meet the business goals of the Department and the City; Directs and manages the day-to-day operation of the division and coordinates projects with other divisions both within and outside of the Department; Prepares and gives public presentations; Reviews/approves requisitions and invoices; Develops and coordinates project schedules and staffing resource assignments; Compiles and monitors cost center budget; takes appropriate corrective action when necessary; Provides direction, technical review and support to staff performing project management, work claims, construction and materials standards; Manages the City's property management function by assisting in formulating long range asset utilization plans, budgets and reports; Performs professional engineering work; Provides professional technical support to other City departments, customers and outside agencies; Acts as project manager for major projects; Coordinates multi-year capital improvement plans for electric and facilities and Department buildings and property; Oversees the design, budget, scheduling, construction and operation of electric and other projects; Prepares complex technical reports involving construction, maintenance and operation of the Electric Utility's electric system; Plans, organizes, assigns, reviews and evaluates the work of subordinate staff; Solves the most difficult customer relations issues; Performs related duties as required. **Knowledge of:** Methods, techniques and practices used in the analysis, planning, design, operation, construction and maintenance of an electric transmission/distribution system; Electrical engineering principles and practices; Recent developments, current literature and sources of information regarding electric utility engineering and operation; Principles and practices of budget preparation and administration; Principles and practices of organization, administration, and personnel management; Pertinent federal, state and local laws, codes and regulations; Computer equipment, software applications and peripherals. **Ability to:** Establish and maintain cooperative relationships with those contacted during the course of work; Prepare comprehensive and complex technical reports; Communicate effectively both orally and in writing; Prepare and give presentations to the general public, City Council, management and department personnel; Prepare, present and administer budgets; Respond to the most difficult customer complaints/questions; Properly interpret and make decisions in accordance with laws, regulations and policies; Provide professional technical expertise in the registered field to other City Department's staff, customers and other outside agencies; Direct, plan, and schedule work and setup and maintain record keeping systems; Plan, organize, train, assign review and evaluate the work of others and subordinates; Conduct performance appraisals, counsel employees, prepare documentation and recommend discipline and merit recognition; Operate a variety of standard and specialized office equipment including a personal computer and peripheral equipment.

MINIMUM QUALIFICATIONS: Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of increasingly responsible professional engineering experience, two years of which shall have been in a supervisory or administrative capacity.

Education: Equivalent to completion of a Bachelor's degree from an accredited college or university with major coursework in electrical engineering.

License: Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles; Registration as a Professional Electrical Engineer in the State of California.

TESTING PROCESS: Candidates considered to be among the most qualified will be required to participate in a qualification appraisal testing process. This may include oral interviews, assessment exercises, and physical exercises. Passing scores will determine placement on an established eligible list. Eligible list last approximately 2 years unless abolished sooner. Fingerprints and/or background clearance is part of the testing process.

Evaluation of Qualifications: Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate the testing process. Resumes may not be substituted for a completed application.

Equal Opportunity Employer

EQUAL OPPORTUNITY EMPLOYER - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

AMERICANS WITH DISABILITY ACT - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

CRIMINAL BACKGROUND INFORMATION - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

HIRING PROCEDURE - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

CONDITIONAL JOB OFFERS - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

MEDICAL-DRUG SCREENING – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

APPOINTMENT - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

EMPLOYMENT BENEFITS

SALARY - The starting salary is the first rate shown on the job announcement. Advancement to the higher steps of the salary range is based upon merit in accordance with the Salary Ordinance and Rules for Personnel Administration. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

HOLIDAY, VACATION, SICK, AND ADMINISTRATIVE LEAVE - **Holiday** - An average of 13 paid holidays per year. **Vacation** - 2 weeks paid vacation annually, increasing with length of service depending upon the appropriate labor agreement. **Sick Leave** - 10 days per year depending upon the appropriate labor agreement. **Administrative Leave** - Management/Mid-Management positions receive 80 hours per fiscal year, and specified professional/technical positions receive 40 hours per fiscal year (Pro-Rated).

HEALTH INSURANCE - Medical, Dental and Vision plans are available for employee and dependents. A portion of the premiums may be the employee's responsibility.

LIFE INSURANCE AND LONG TERM DISABILITY - The City pays the full premium for employee and dependent life insurance, and offers a long-term disability plan that provides up to approximately 2/3 of an employee's salary.

RETIREMENT AND DEFERRED COMPENSATION - The City of Lodi is a member of the Public Employees' Retirement System (P.E.R.S.). Lodi is not a member of the Social Security System except for the required medical contribution. Employees may participate in a 457 Deferred Compensation program.

FLEXIBLE SPENDING ACCOUNT - Employees may participate in a Section 125 Flexible Spending Account.

IMPORTANT NOTE: This bulletin does not constitute an expressed or implied contract. Any provisions or job duties contained in this bulletin may include modifications pending labor agreements and/or council approval.

